

**STAGE ONE ETHICAL REVIEW FORM**

This form needs to be completed by **everyone** undertaking research (including staff studying in other Faculties or at other institutions). It must be completed **before** the project starts, and be submitted with a copy of the research project proposal. It will be used by the module coordinator (in the case of student projects)/ Faculty Academic Ethics Committee (in the case of staff/postgraduate research students projects) to identify whether a fuller application for ethical approval needs to be submitted or whether the research can proceed without this."

Name: JULIAN MATWELL

Student/Staff ID Number: S15142087

School/Course: MSc. Business Intelligence

Please circle the capacity in which you are completing this form:

Undergraduate Taught

Postgraduate Taught

Postgraduate Research

Staff – Non-funded Research

Staff – Funded Research

1. Potential physical or psychological harm, discomfort or stress

- (a) Is there a significant foreseeable potential for psychological harm or stress? YES/NO
- (b) Is there a significant foreseeable potential for physical harm or discomfort? YES/NO
- (c) Is there a significant foreseeable risk to the researcher? YES/NO

2. Protection of research subject confidentiality

Are there any issues of **confidentiality** which are **not** adequately addressed by the following actions:

- (a) Non-attribution of individual responses;
- (b) Individuals and organisations to be anonymised in publications and presentations, or to give consent to be named;
- (c) Specific agreements with respondents regarding any feedback to collaborators and relating to any publications.

YES/NO

3. Data protection and consent

Are there any issues of **data handling** and **informed consent** which are not dealt with by established procedures? This would entail ensuring:

- (a) Compliance with the Data Protection Act with reference to safe/secure storage of data and its management on completion of the project.
- (b) That respondents have giving consent regarding the collection of personal data by completing a Consent Form (please attach form)
- (c) That there are no special issues arising concerning confidentiality/informed consent.

YES/NO

- (d) Is there any difficulty providing your participants with a participant information sheet?

YES/NO

4. Moral issues and Researcher/Institutional Conflicts of Interest

Are there any special moral issues and/or conflicts of interest identified?

YES/NO

- (a) An example of conflict of interest would be the researcher compromising research objectivity or independence in return for financial or non-financial benefit for him/herself or for a relative or friend.
- (b) Particular moral issues or concerns could arise, for example, where the purposes of research are concealed, where respondents are unable to provide informed consent, or where research findings would impinge negatively/differentially upon the interests of participants.

5. Vulnerable participants

Are any of participants or interviewees in the research vulnerable, e.g. children and young people, people with disabilities, vulnerable adults etc.?

YES/NO

6. Animals

Are any animals involved in the proposed research?

YES/NO

7. Bringing the University into disrepute

Is there any aspect of the proposed research which might bring the University into disrepute?

YES/NO

8. Does your research concern groups which may be construed as terrorist or extremist?

YES/NO

To assist your response to the question please note the following definitions of "terrorism" and "extremism" from the Prevent Strategy which are contained in the FAEC Procedures:

*The current UK definition of **terrorism** is given in the Terrorism Act 2000 (TACT 2000). In summary this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.*

***Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.*

Overall assessment

If all the answers are NO, the self-audit has been conducted and confirms the absence of ethical risks which can be reasonably foreseen.

If one or more answers are YES then risks have been identified which require that a **Stage Two form will need to be completed. If the answer to question 8 is YES the completion of additional forms 2A and 2B will also be required along with the Stage Two form.**

DECLARATION

JULIAN HATWELL S15142087

- ☒ I can confirm that I have read the Faculty Ethics Procedures and will adhere to them in my research
- ☒ I can confirm I have read and reviewed this form and there are no issues
- ☐ I can confirm I have read and reviewed this form. I have identified issues and understand that I now need to complete a Stage Two form.

Signed by applicant Julian Hatwell 25/5/2017

Approved by _____

TITLE : An association rules - based method for imputing missing² ordinal and Likert Scale data.
SUPERVISOR: Prof. M.M. Gaber.